Customize Instrument and Uniform Contracts

Department Leader Documentation · https://docs.dacapoinventory.com/doc/customize-instrument-and-uniform-contracts/

The Contract Editor lets your district shape the rental / loan agreement families see — plain language, Spanish if you use it, and the right details filled in automatically.

This is usually a director or admin task. Teachers benefit when the finished contract matches how your program actually works.

Where to go

- **Instrument Contract Editor** — for instrument agreements.
- **Uniform Contract Editor** — for uniform agreements.

Look under Inventory / Contract Editors (menu labels can vary by access level). Uniform editing uses the same tool with a uniform option.

Note: Contract editing is available when your district already has rental contract records set up.

Edit the agreement

1. Open the Instrument or Uniform Contract Editor.
2. Update the body text in the editor.
3. Use the allowed **<<VARIABLES>>** so student, item, and date details fill in when you print.
4. Optional: maintain a Spanish version if your families need it.
5. **Preview**, then **Save**.

Uniform tip

For uniforms, keep the special aggregate variable in place when you want one contract that lists all assigned parts together. Uniform editors also map part, color, and size fields so fittings print clearly.

Layout tips (keep it one page when you can)

- Prefer compact spacing.
- Use images and tables sparingly.
- Preview before a mass print night.

For classroom teachers

You do not need the editor to hand out contracts. Assign the instrument or uniform, then print contracts from your inventory or uniforms tools as usual. Ask your director if wording needs a district-wide change.